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DDA 77-2771

Executive Registry
77-4352/1

19 MAY 1977

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Headquarters Notice to Institute Classification by Paragraph in CIA

1. Background:

a. In 1972, Executive Order 11652 and the implementing National Security Council Directive called for agencies originating classified information to classify documents by paragraph or section "to the extent practicable." Agency Regulation [redacted] contains the same guidance. To date, only a few offices in the DDI produce publications following this procedure; most offices are not classifying by paragraph. STATINTL

b. Our inattention to this requirement of the Executive Order has brought criticism, both external and internal. The Interagency Classification Review Committee (ICRC), set up to monitor compliance with the Executive Order, has requested we review our policy in this area. In general, the Department of Defense complies with paragraph marking requirements and criticizes our inability to do so. Recently, the Intelligence Community Staff has drafted a paper requiring all NFIB agencies to begin classification by paragraph. Their proposal is more comprehensive than just classification though; it prescribes paragraph markings to include sensitive compartmented information [redacted] SI, TK), dissemination and handling controls as outlined in DCID 1/7 (WINTEL, ORCON, etc.), and declassification information (GDS, XGDS-2, etc.). STATINTL

c. Promulgation of the IC proposal may be several months away, but the Agency can take a lead now by initiating widespread classification by paragraph.

(DDA)

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2. Staff Position: Classification by paragraph will help to reduce overclassification caused by the derivative problem. The marking of paragraphs will allow analysts to classify their reports based on the level of classification of the information extracted from specific paragraphs of source material. Institution of this procedure will also facilitate declassification review efforts at a later date. Most importantly, this procedure will force originators to consciously consider their classification actions when they originate documents.

3. Recommendation: The Agency has for too long virtually ignored the requirements of the Executive Order, and I recommend you sign the attached Headquarters notice to implement classification by paragraph. This notice has been formally coordinated with the other three directorates and the independent offices.

/s/John F. Blake
John F. Blake

Attachment: a/s

APPROVED (✓) DISAPPROVED ( )

/s/ E. H. Knoche — 4 MAY 1977

E. H. Knoche — Date
Deputy Director of Central Intelligence

STATINTL

O/AI/DDA [redacted] ydc (18 May 77)
Distribution:
Original - Addressee (& return to AI/DDA)
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This Notice Expires 1 June 1978

Executive Registry
77-4353
STATINTL

SECURITY

HN [redacted]

SECURITY CLASSIFICATION MARKINGS OF PARAGRAPHS AND TITLES

STATINTL

1. The National Security Council Directive implementing Executive Order 11652 and Headquarters Regulation [redacted] require that documents be classified by paragraph to the extent practicable. Effective immediately, all Agency classified documents will be prepared with this requirement in mind. In addition, titles or subjects of documents will be marked to show their classification, independent of the content of the document.

2. Classification of paragraphs and titles will be indicated by (TS) for Top Secret, (S) for Secret, (C) for Confidential or (U) for unclassified. The marking will be placed after the paragraph number, or before the first word of the paragraph in the absence of paragraph numbers. The classification of titles or subjects will be marked separately. Subjects or titles should be worded in such a way as to reduce the need for their classification to the minimum to facilitate indexing and bibliographic notation. The classified or unclassified nature of a subject or title standing alone shall be shown by the classification symbol in parentheses after the last word of the title.

3. The entire document will bear the classification of the most highly classified paragraph or other item of information therein. Even though all the paragraphs of a document are unclassified, if some other item(s) such as subject, addressee or signature line, or distribution listing reveals classified information (e.g., organizational structure, the existence of a particular overseas installation, or identification with the Agency of an employee who is under cover) the entire document will be appropriately classified.

STATINTL

4. An unclassified paragraph containing information that warrants either of the control markings ADMINISTRATIVE - INTERNAL USE ONLY or FOR OFFICIAL USE ONLY, as prescribed in [redacted] should be marked (U/AIUO) or (U/FOUO), as appropriate.

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5. It is recognized that there are some categories of documents for which paragraph classification would be impracticable. Deputy Directors and Heads of Independent Offices are authorized to exempt from this requirement such categories of documents produced by their components.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

/s/ E. H. Knoche

E. H. Knoche
Deputy Director of Central Intelligence

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